



External Instructors Operating Policy



EXTERNAL INSTRUCTORS

External instructors are any instructor that are not directly employed or contracted by The Warehouse (Glos) Ltd. Such instructors are required to be familiar with and be able to carry out the instructions detailed in this document. Any failure to do so may result in being asked to stop instruction and leave. Any such action by The Warehouse will be reported to the relevant interested parties.

DOCUMENTS

All external instructors must have provided The Warehouse with a copy of the following documents:

- CWI/CWDI/RCI certificate or access to Mountain Training DLOG to confirm qualification held
- First Aid Certificate
- Insurance documentation
- Photo ID - Driving Licence/Passport
- Proof of DBS

Documents must be provided before any instruction can take place in, or for, The Warehouse.

QUALIFICATIONS

The CWA/SPA or CWI/RCI does not allow the instructor to teach or supervise lead climbing only top roping and bouldering.

CWDI/MCI or CWLA/MIA instructors can teach and supervise lead climbing, top roping, and bouldering.

LOCATION AND LAYOUT

External instructors are to familiarise themselves with the location of all safety equipment, first aid supplies, fire exits and fire assembly point.

RULES OF THE CLIMBING CENTRE

All external Instructors must be familiar with The Warehouse Rules. It is the external Instructor's responsibility to make sure all members of their group adhere to these rules. Any group behaving unsafely will be asked to stop climbing and leave.

WHAT CONSTITUTES UNSAFE BEHAVIOUR

Any breaking of The Warehouse Rules. Any use of equipment not recommended by the manufacturers. Any (imminently) dangerous belaying. Any behaviour likely to cause injury.

EQUIPMENT

External instructors should carry out regular PPE checks on their equipment and should be able to produce a record of these inspections if asked. Warehouse Instructors reserve the right to inspect any equipment being used and prohibit the use of items if necessary. Instructors should be aware of our helmet policy, the instructor is required to bring their own helmets for the group or pre-arrange with The Warehouse to borrow them. Helmets must not be worn when using Auto Belays. The external instructor is responsible and liable from issue to return of any equipment hired from The Warehouse.

WAREHOUSE EQUIPMENT

The external instructor is responsible and liable from issue to return of any equipment hired from The Warehouse.

Assessor/Reviewer Name	Job Title	Signature	Date	Review Date
Jeremy Chapman	General Manager		20/12/2023	20/12/2024



EXTERNAL INSTRUCTOR OPERATING POLICY

The Warehouse Climbing Centre

ROPE ATTACHMENT TO HARNESS

Instructors will ensure that all persons are attached with a rethreaded figure of eight with a stopper knot. This should be tied through the appropriate point/s on the harness. Use of bowlines are not permitted.

BELAYS AND BELAYING

All belaying will be conducted from the floor with the belayer standing where possible (please notify the staff if any of your group must sit down to belay). Belaying is only permitted with the use of recognised belay devices, Italian hitches are allowed in bell ringing systems. All belay devices are to be used with a locking carabiner connected to the harness through the belay loop. The Warehouse only permits the recommended safe methods for belaying. Belayers who are lighter in weight than the climber can use our weight bags to anchor themselves as appropriate. The weight bag must be connected to the belay loop (underneath the belay device). No direct belaying off a ground anchor is permitted.

BELAYING

When instructing alone and supervising more than one rope the instructor should not belay. The Instructor should also make sure the ropes being supervised are no more than 5m apart.

AUTOBELAYS

External instructors are permitted to use Auto Belays provided they have had a formal induction with a member of The Warehouse Team first. External instructors must deliver a safety briefing to their group before allowing them to use the Auto Belays. The External Instructor should be the only person clipping participants on and off the Auto Belays while the candidate is learning. An external instructor may teach the climber to use auto belays provided everything from the auto belay induction is covered (must include use of hydraulic auto belays); the climber must then be checked by our staff.

BOLT HANGERS AND LOWER OFFS

Clients should be instructed not to use the bolt hangers and lower offs as hand holds.

OVERHEAD HAZARDS

Instructors must warn all participants of the overhead hazards caused by other climbers and are able to take active steps to prevent anyone from causing overhead hazards.

RATIOS

The Warehouse operates with an instructor ratio of 1:6 when running sessions (1:8 when only using Auto Belays and bouldering) to ensure full and safe supervision, external instructors must not exceed these ratios. The external Instructor will need to consider their clientele when deciding upon safe working ratios and check that their insurance will cover them for these numbers.

RESCUE

Rescues fall out of the remit of the CWI, CWDI and RCI qualifications, therefore external instructors must not attempt to rescue, if not suitably qualified. Instead, the instructor must alert a member of Warehouse staff for them to complete the rescue. Any incident where an instructor intervenes must be reported in the near miss book. External instructors may attend our rescue training to carry out rescues in the centre.

Assessor/Reviewer Name	Job Title	Signature	Date	Review Date
Jeremy Chapman	General Manager		20/12/2023	20/12/2024



REPORTING ACCIDENTS

Climbing as an activity inherently involves risk. Any minor injuries that are a direct result of participation in the activity should always be reported. If a member of staff was not required to take any further action the incident should be reported in the Near Misses Book. If the member of staff has taken further action it must be reported and an Accident Form completed. Any accident or injury that is either significant or caused by something other than climbing activity must be reported. The purpose of reporting injuries is to be able to take action and prevent them from re-occurring. It is essential that the cause of the injury or accident is recorded in detail.

MEDICAL DETAILS

It is the external Instructor's responsibility to obtain any relevant medical details from the persons under their supervision.

PARENTAL PERMISSION

It is the external Instructor's responsibility to obtain parental permission for any person under the age of 18 years old.

CHILD PROTECTION & SAFEGAURDING POLICY

All external instructors must be familiar with most recent Safeguarding & Child Protection Policy - an updated version of which is always available on our website.

DECLARATION

I have read and understand the above Operating Policy for The Warehouse Climbing Centre.

I have provided The Warehouse with a copy of my _____ qualification,
a copy of my first aid certificate, a copy of photo identification and copy of valid insurance.

My First Aid Certificate is valid until _____

EXTERNAL INSTRUCTOR

Signed _____ Date _____

Print Name _____

WAREHOUSE REPRESENTATIVE

Signed _____ Date _____

Print Name _____

Assessor/Reviewer Name	Job Title	Signature	Date	Review Date
Jeremy Chapman	General Manager		20/12/2023	20/12/2024